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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT & BUDGET
LANSING

LISA WEBB SHARPE
DIRECTOR

January 9, 2006

ACQUISITION SERVICES LETTER NO. 124

TO: All Department and Agencies

SUBJECT: Procurement of Moving Services

The Department of Management and Budget strives to provide excellent service to state agencies while maximizing efficiencies and conserving costs to accommodate tight budget times. In an effort to assist agencies in obtaining high quality moving services, requests for specific types of moving services must first be submitted to DMB, Logistics Division, Transportation Services.

Moving Services Included

- Office Moves – where the location of origin of the move is within a 50-mile radius of Lansing
- Internal Building Moves – where the location of origin of the move is within a 50-mile radius of Lansing

DMB Transportation Services will provide a response within 24 hours of the receipt of your request. If DMB Transportation Services is unable to perform the required services, you will be referred to use the state contract, or alternative resources. Attached is detailed information on requesting a quote.

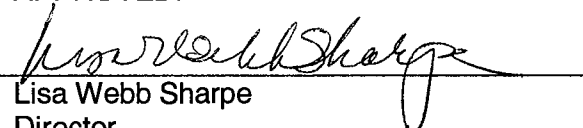
Moving Services Excluded

- Employees' residence moves
- Office and Internal Building Moves – where agencies have their own staff/equipment to perform moving services
- Office and Internal Building Moves – where the origin of the move is outside a 50-mile radius of Lansing

We hope this process provides agencies with quality and cost effective moving services and achieves an overall cost savings for the State. If you have any question, or need further assistance, please contact Transportation Services at (517) 322-6980 or (517) 322-6788.

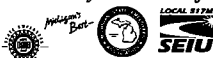

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Moving Services

Process

When there is a need for an office move, and the characteristics of the move are within the services included in this letter, the following steps shall be used:

- 1) Complete Form 947 "Request for Moving or Freight Services" transmit the form to Transportation Services using one of the following methods:
 - E-mail the form to Moving-Services-LOGISTICS@michigan.gov
 - Mail the form to Transportation Services, 7461 Crowner Drive, Lansing, MI 48909
 - Fax the form to (517) 322-6333.

The form is available online at http://michigan.gov/dmb/0,1607,7-150-9141_13121-30974--,00.html

- 2) DMB Transportation services will respond within 24 hours of the receipt of the request for services.
- 3) If DMB Transportation Services cannot perform the required services, we will notify you of that in our response. You can then secure services from the State contracted mover or use alternate services.